

**TOWN OF ARLINGTON
MASSACHUSETTS
REQUEST FOR PROPOSALS**

The Town of Arlington is seeking proposals from qualified individuals and firms for professional services for the following:

**BID #22-40 LANDSCAPE ARCHITECTURAL DESIGN SERVICES
ROBBINS FARM PLAYGROUND**

The Town of Arlington, acting through the Park and Recreation Commission is seeking a proposal from a qualified landscape architect to prepare a final design and **perform** construction administration for upgrades and improvements to the Robbins Farm Playground.

Proposals are invited and will be received by Arlington Recreation on or before **1:00PM EST Friday, September 9, 2022** to the Arlington Recreation Department, 422 Summer Street, Arlington, Recreation, 02474 or electronically via email to jconnelly@town.arlington.ma.us.

Arlington Recreation reserves the right to cancel any request for proposals, to reject in whole or in part any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

TOWN OF ARLINGTON
Joseph Connelly
Director of Recreation

Request for Proposal

Robbins Farm Playground Design

The Town of Arlington, acting through the Park and Recreation Commission is seeking a proposal from a qualified landscape architect to prepare a final design and **perform** construction administration for upgrades and improvements to the Robbins Farm Playground. This includes all necessary ADA upgrades to the facility per the 2014 ADA Audit. The available budget for design and construction is **\$997,993**.

Proposals are due **September 9, 2022 at** the Arlington Recreation Department, 422 Summer Street, Arlington, Recreation, 02474 or electronically via email to jconnelly@town.arlington.ma.us.

The following is a description of the selected site and anticipated Scope of Work.

The Robbins Farm Playground is one of Arlington's greatest community assets with its views of the Boston skyline. The playground was found to be in disrepair as part of the Town of Arlington's 2019 playground audit and was recommended for total renovation.

Scope of Services:

The Scope of Services for the above project includes the preparation of the following information to assist the Park and Recreation Commission in the final design and construction of these facilities:

- ☐ Site observations and review of existing documents provided by the Town to include both our 2021 Feasibility Study Report with conceptual plans and the 2014 IHCD ADA Audit.
- ☐ A separate price should be submitted for survey work including geotechnical services.
- ☐ Preparation of illustrative site plans of potential site improvements and alternatives during design and all other phases of the project
- ☐ Narrative description of proposed improvements describing the anticipated design and construction. Including detail about play equipment.
- ☐ Define requirements for any other Board, Committee or Commission. i.e. Conservation Commission and Redevelopment Board. Provide additional pricing if necessary.
- ☐ Detailed Cost Estimate from Preliminary Design to Final Design (each phase)
- ☐ Estimated Construction Schedule for Final Project
- ☐ Regular meetings with representatives of the Park and Recreation Commission (4 minimum), Public Hearings (3 minimum) **and** all other permitting agencies including the Disability Commission as needed (2 minimum).
- ☐ Creation, distribution, and tabulation of Town-wide surveys **during** playground **design**.
- ☐ Preparation and presentation of the final design phase to the Park and Recreation Commission for approval.
- ☐ Preparation of construction documents, bid documents and supporting bid materials including assistance with the bid opening and bidder evaluations/selection
- ☐ Construction **Administration, Observation, and Final Inspection**

Proposed Schedule

- ☐ **Issue RFP – August 24, 2022**
- ☐ ***Proposal Due – September 9, 2022***
- ☐ ***Notice to Proceed – September, 2022***
- ☐ ***Complete Design – March, 2023***
- ☐ ***Bid Project – March/April 2023***
- ☐ ***Construction Administration - June 2023 to completion, approximately October 2023***

Proposal Submission Requirements

The response to this RFP can be in letter format and should include the following information.

- ☐ Relevant Experience – highlighting any Universal Design experience
- ☐ Project Team
- ☐ Approach –Project and Community Input
- ☐ Proposed Detailed Schedule
- ☐ Fee Proposal
- ☐ Separate Fee Proposal for Survey
- ☐ A minimum of one Conceptual Preliminary Design of the Robbins Farm Playground

The selection criteria will be based on the ability of the firm to produce the work within the time frame set forth by the Park and Recreation Commission, the quality of the written proposal and approach to completing the project, experience with similar projects, creativity of the conceptual preliminary design, and the proposed fee. The Park and Recreation Commission will **short-list and** conduct an interview prior to the final award approval. The quality of the interview and the answers to any questions will also factor in the selection process. Please address any questions regarding this RFP to Joseph Connelly, Director of Recreation at jconnelly@town.arlington.ma.us.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of individual submitting bid or proposal)

Name of Business

Date

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer and Title

NON-COLLUSION FORMS
MUST BE SIGNED AND
SUBMITTED WITH BID